



Greendale Public Library Board Bylaws

Mission

We strive to transform lives and strengthen our community by creating a safe, welcoming, and inclusive home for information, learning, inspiration, and connection.

Vision

An inspired and connected community of lifelong learners.

Article I: Identification

The organization shall be called the Greendale Public Library Board of Trustees (the "Board"). The Greendale Public Library is located in the Village of Greendale, Wisconsin and exists by virtue of Chapter 43 of the Wisconsin Statutes and exercising the powers and authority and assuming responsibilities delegated to it under said Statute.

The Board does not discriminate in its policies, decisions, and composition of the Board on any basis protected under applicable federal, state or local law. The Board will comply with state and federal or local laws.

Article II: Membership

Composition of the Board shall be composed of seven (7) members appointed by the Greendale Village President and confirmed by the Greendale Village Board pursuant to Section 1.43 (1) of the Village Code and Section 43.54 Wisconsin Statutes to serve three (3) year terms. The Board members will serve without compensation.

As each Trustee's term is ending the Trustee will provide the Board and the Village President a sixty (60) day notice of their willingness to continue to serve.

If a Trustee is unable to complete a term, it is the responsibility of the Library Board President to inform the Village President that a replacement appointment is needed.

The Board President, the Village Board liaison, and the library Director will present a slate of candidates at a Village Board meeting for consideration for the vacant positions.

Attendance at Board meetings is expected and absence at three (3) consecutive meetings or more than 50% of the annual meetings will result in the Board President requesting that the Village Board remove such member and replace them.

A quorum of four (4) members is required for each meeting.

Article III: Powers and Duties of the Board

The Greendale Library Board shall have the powers, authority and responsibilities delegated to it by Chapter 43 of the Wisconsin Statutes.

Duties

Select a Library Director who holds a Grade 1 Wisconsin Library Certification and is competent to manage the library, its employees, the budget and building. The Board will fix the compensation of the Director.

The Board will provide a meaningful evaluation of the Director each year that will include consideration of a possible adjustment of the Director's salary.

The Board will determine policies for the library and support the library Director in achieving the highest degree of quality of services for the community in operating the library.

The Board shall exercise exclusive control of the expenditures of all moneys collected, donated or appropriated for the library fund. The Board will adopt the annual budget to support the library programing and services.

The Board will participate in financial planning with the Director.
The Board will cooperate with other Village officials and boards and maintain vital public relations.

The Board will observe ethical standards of conduct as set by the Village of Greendale ordinance 1.13 and the State of Wisconsin.

The Board will develop and ensure the mission and vision of the library.

The Board will cooperate with the Friends of the Greendale Public Library Foundation, Inc. dba Friends of the Greendale Public Library, to achieve greater sources of funding and community support. The Board will select one of its members as a liaison to the group.

The Board will maintain strategic competencies that are clearly communicated and that guide the Board's decisions.

The Board will conduct an annual self-evaluation and make improvements based on that assessment each April.

The Board will approve and submit the required annual report to the Wisconsin Division of Libraries and Technology and the Milwaukee County Federated Library System and the Village Manager.

Article IV: Officers

Officers will be elected annually at the August monthly meeting for a term of one (1) year. Removal from office may be at any regular meeting of the Board by a two thirds (2/3) majority vote of all members of the Board.

President
Vice President
Treasurer

The President or designee shall preside at all meetings conducted under the open meetings laws. The president or designee shall authorize calls for special meetings, appoint committees, and execute all documents authorized by the Board.

Vice President will assist the president and perform the duties of the president in their absence.

The Treasurer will assist the Director in reviewing accounting of monthly reports to the Board.

Article V: Meetings of the Board

Notice of regularly scheduled monthly meetings and special meetings will be posted in accordance with the provisions of Chapter 19, subchapter V (Open Meetings of Governmental Bodies) of the Wisconsin State Statutes. The minutes and agenda will be sent to the Trustees by the Director at least 24 hours in advance of each meeting. Special meetings may be called with 48 hours' notice by the President of the Board or two (2) other Board members for transactions of business or for special projects that need completion before the next regularly scheduled meeting.

Audio or video conference appearance at a Library Board meeting by a member of the Board is permitted, subject to the requirements of this subsection. Such member must

notify the library Director sufficiently prior to the meeting to allow for necessary setup. This privilege extends to closed sessions, subject to the same limitations as apply for open sessions. Such appearance should only be used sparingly, due to exceptional circumstances.

Proceedings of meetings shall be guided by the Library Board’s *Meeting Practices Guide*.

Order of Business:

Call to order	
Pledge of Allegiance	
Compliance with open meeting laws	
Public comments (1)	Persons wishing to address the Board are asked to register with the meeting secretary by providing their name and address for the record, limit their comments to only one (1) time in order of registration when others are waiting, and limit their comments to three (3) minutes, or five (5) minutes if representing a group of persons. Comments shall be limited to a period not to exceed sixty (60) minutes. The Library Board can only discuss matters listed on the agenda.
Approval of minutes	
Approval of financial reports and statements	
Unfinished business	
New business	
Director and Staff report	
President’s report	
Foundation and Friends reports	
Correspondence	
Public comments (2)	Persons wishing to address the Board are asked to register with the meeting secretary by providing their name and address for the record, limit their comments to only one (1) time in order of registration when others are waiting, and limit their comments to three (3) minutes, or five (5) minutes if representing a group of persons. Comments shall be limited to a period not to exceed thirty (30) minutes. The Library Board can only discuss matters listed on the agenda.
Closed Session (if noticed)	
Adjournment	

Article VI: Director

The library Director shall be appointed by the Board and shall be responsible to the Board. The library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The Director shall act as a technical advisor to the Board. The Director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VII: General

An affirmative vote of the majority of the members present shall be necessary to approve any actions before the Board.

Change of Policies shall be made available to the public at least ten (10) days in advance of the meeting in which action on the Policy will occur.

The library Director and Library Board President are primarily the Library Boards' representatives for communication of information to the public about Library Board business.

The library Director and Library Board President shall communicate library business to the Village Board of Trustees via the Village Manager and/or the Library Board's Village Trustee liaison. The Library Director will not normally communicate formally and directly with members of the Village Board of Trustees (excepting the Library Board's Village Trustee liaison) without first consulting the Village Manager.

Article VIII: Amendments

These Bylaws may be amended at any regular meeting of the Board by a two thirds (2/3) majority vote of all members of the Board, provided written notice of the proposed amendment shall have been sent to all members at least ten (10) days in advance.

Adopted by the Board of Trustees of the Greendale Public Library on March 23, 2018.
Amended and readopted November 15, 2023.